



City of Long Beach

Working Together to Serve

Traffic & Transportation Engineering Division

FOR OFFICE USE

Received by: _____

Assigned to: _____

cc: _____

CONSTITUENT REQUEST FOR SERVICE

Date: _____

Request made: ☐ In Person at City Hall ☐ By Mail ☐ Other _____

Name (please print): _____

Phone Number: _____

Business or Organization, if applicable: _____

Address: _____ City: _____ Zip: _____

1. Location of Problem, if different from above: _____

2. Description of Problem or Request (Please sketch on back or attach additional information if it would be helpful): _____

3. Days and times the problem is greatest, if any: _____

4. Do you know if specific persons are causing the problem? If so, who? _____

5. Have you contacted others to try to solve the problem, or did someone refer you to our office? If so, who and what was the result? _____

Please return to: City Traffic Engineer
333 West Ocean Boulevard, 10th Floor
Long Beach, California 90802
(562) 570-6331, 570-7161 fax

Please allow at least 30 days for a response. After 30 days, if you would like to check on the status of your request, please call (562) 570-6467 or the number listed above. A staff person will return your call within one business day. **Thank you for your concern for traffic safety and operations in our city.**

TRAFFIC & TRANSPORTATION ENGINEERING
CONSTITUENT REQUEST FOR SERVICE

PROBLEM LOCATION SKETCH (OPTIONAL)

A large, empty rectangular box with a thin black border, intended for a problem location sketch. It occupies the central portion of the page below the title and above the notes.

Please also note:

1. If you are completing this form at our office, please feel free to ask for a copy.
2. This information is available in alternative formats. Please call Christine Davis at (562) 570-6643 to make such arrangements.